

Town of North Providence

Request for Statement of Qualifications

Request for Qualifications for Engineering and Architectural Services for New Public Safety Complex

Statement of Qualifications will be received at the Division of Purchasing office, 2000 Smith Street, North Providence, Rhode Island 02911, until 9:45 a.m. on February 20, 2014 local time.

Statement of Qualifications must be sealed and plainly marked "New Public Safety Complex" on the outside of the envelope.

The Purchasing Board reserves the right to reject any and all bids, to waive any informality in the bids received and to accept the bid deemed most favorable to the interest of the Town.

The Town of North Providence is requesting Statement of Qualifications.

The deadline for submission of documents is as stated herein. Qualifications should be delivered in sealed envelopes to the Town of North Providence, Division of Purchasing, 2000 Smith Street, North Providence, Rhode Island, 02911.

The North Providence Purchasing Board reserves the right to reject any and all proposals and to waive any informality in the proposals if it would be in the best interest of the Town of North Providence to do so.

Information prepared by the bidder shall be the property of the Town of North Providence.

General Requirements:

The Town may reject any qualifications, which are not in accordance with the prescribed documentation, not properly signed, or otherwise contrary to instructions. Any and all qualifications shall be rejected if there is reason to believe that collusion exists among the bidders.

Regardless of the cause of delay, no qualifications that are received by the Purchasing Agent after terminal time recorded herein shall be given any consideration. The responsibility for assuring the receipt of qualifications before the specified closing time is incumbent upon vendors.

Sealed envelopes should contain original and five (5) copies labeled "copies" of your qualifications and one electronic copy. Envelopes should be clearly labeled as stated herein and delivered to:

Town of North Providence
DIVISION OF PURCHASING
2000 Smith Street
North Providence, RI 02911

Professional liability insurance of \$1,000,000.00 minimum will be required.

Bid Evaluation:

The responsibility of the perspective firm is an important consideration of the Owner. Award shall only be made to the firm that has demonstrated that it has the administrative, financial, managerial, technical and ethical ability necessary to perform the work in complete accordance with the Town's requirements. The Town shall have no duty to determine independently whether any bidder is responsible, and the failure of any bidder to provide proof of responsibility with the bid shall be sufficient cause for rejection of such bid without further inquiry.

Qualification evaluations begin following the acceptance of qualifications. The Interview Committee will make a determination most favorable to the Town for this project. Those firms deemed most favorable will be interviewed. Those firms deemed most favorable will then be invited for an informational meeting that will discuss the Town's needs. Firms will then submit qualified renderings and estimated cost of the projects for a design competition. The Town Administration will appoint an interview committee. The committee will review submitted materials. The Committee will interview and evaluate those firms determined to be most favorable to the Town. The committee will then recommend to the North Providence Purchasing Board for award.

Selection Criteria

This will be a Qualifications Based Selection (QBS) process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the respondent to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily complete project requirements and to fulfill the factors listed below. The Town will select the top-ranked firm based on the criteria herein as it may apply to the specific Scope of Work and then negotiate a fee with that firm.

Company Qualifications and Experience (Maximum 35 Points)

Specialized design experience is required of the company in a series of work areas – proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work:

- Experience demonstrated on similar projects.
- Proof of licensing and registration in the state of Rhode Island
- Knowledge of current issues and state of the art techniques in the relevant technical areas.
- The ability to provide the necessary skills, expertise, and resources.
- Methods for assuring product quality, cost control, delivery schedule, and project oversight.

All preceding elements are of equal importance.

Personnel Qualifications and Availability (Maximum 30 Points)

Specialized experience is required of the project personnel proposed to undertake the work assignments – proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel:

- Availability of the proposed staff must be demonstrated and identified.
- A demonstrated expertise and ability for rapid turn-around and flexibility on simultaneous projects.
- Project Managers must have the ability to effectively direct multiple simultaneous work assignments.
- Project Managers must have the ability to integrate and utilize interdisciplinary teams effectively on assignments requiring a variety of skills and expertise from in-house resources and sub-consultants.

Performance Record of Firm (Maximum of 15 Points)

A list of references of at least two (2) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation.

Project Understanding (Project understanding (Maximum 20 Points)

The Firm must demonstrate a comprehension of the role and function of this contract in meeting the needs of the Town. In addition respondent shall have a working knowledge of the geographic area as evidenced by prior work experience in the region.

Technical Evaluation

Company Qualifications and Experience	(Maximum 35 Points)
Personnel Qualifications and Availability	(Maximum 30 Points)
Performance Record	(Maximum 15 Points)
Project Understanding	(Maximum 20 Points)

Note: Pursuant to RIGL 45-55-8.1, the ultimate selection shall be determined by the Qualification-Based Selection Process outlined by the Rhode Island Consulting Engineers (RICE).

Background

The Town of North Providence would like qualified consultants to submit proposals for planned architectural and engineering design work. The Town requests assistance in design of a new public safety building for the fire, police, and Town building departments.

Scope of Services

The contracted consultant will provide design and documentation related to a new public safety complex on a site to be determined. The contract will include, but not be limited to the following tasks:

1. Develop plans and specifications to publicly bid the project(s) in accordance with the requirements of Rhode Island General Laws.
2. Conduct a pre-bid conference with the interested contractors to address any questions or concerns and issue appropriate addenda to specifications as necessary.
3. Create bid specifications, assist in the bidding process and review bids in each category of work, document each bid received and forward information to Town.

4. Receive and review general contractor bids and make recommendation of project award(s) to the Town of North Providence.
5. Prepare standard AIA Contract between general contractor(s) and the Town.
6. Perform design services as well as on site management services to monitor progress of work, insure accuracy of work to plans/specification requirements, receive appropriate weekly payroll information from contractor(s), review progress payment submittals when received and make recommendation for payment, maintain filing system to record any and all correspondence, work changes, testing/inspectional services, permits, etc.
7. Represent the Town in solving any problems/disputes with any filed sub-bidder or general contractor(s) regarding work to be performed and develop any necessary change orders and present them to the Town for approval.
8. Conduct weekly meetings with general contractor(s) and Town officials on the status of the project and be available to meet with the Town when necessary.
9. Prepare punch list of any outstanding work or corrective work to be completed and work with general contractor(s) to perform said work.
10. Transfer all filed documents in orderly fashion to Town at close of project.
11. The anticipated design requirements. The Town envisions a complex combined with all the Public Safety departments. The following is some design features.

Site approximately 9 acres

Police:

65 sworn and 12 civilian personnel

Cells 10

Communications/ Dispatch:

Dispatch (semi-joint): 4 (2PD/2FD)

Communications/IT: 4

Fire:

Command staff of 7

First responders/bunking: 15

Battalion Chief suite 1

Fire Apparatus 7

Inspection/Planning:

Personnel 6

Qualifications

All work is to be performed by firms, or individuals within firms, having at least ten (10) years of experience in municipal projects similar in size and scope. Firms and/or individuals must have relevant experience with the building type and program and be familiar with Federal and State regulations and guidelines.

A Statement of Qualifications must be submitted as a part of the respondent's proposal, including a listing of key personnel to be assigned to this project (organizational chart and

resumes), relevant experience of the firm and the key personnel, and other pertinent information which identifies the respondent's ability to perform the work that is highlighted within this request for qualifications. A separate list of all consultants and the proposed relationship between the respondent and the consultant. Similar qualifications information is to be supplied for each proposed sub-consultant.

RFQ Submission

Interested parties are to submit five (5) copies plus one electronic file on CD, of a package addressing, at a minimum, their approach to satisfying the requirements stipulated within the "scope of work" items described in this Request for Qualifications. Included within shall be sufficient information that would identify the consultant's ability to perform the work within a given project timetable. Particular emphasis should be placed on the consultant's experience with municipal projects and design, the ability to design on a fast track basis and demonstrate at least one example of this. Interested parties must also demonstrate experience working with a construction manager (if necessary) within this process.

This is a request for qualifications. A short list of qualified firms may be chosen to present with the finalist selected from among the short listed firms.

Form of Agreement

The successful respondent shall enter into an agreement in the specific format as attached herein. There will be no deviation from this standard allowed. The Town of North Providence reserves the sole right to negotiate a successor agreement for continued professional services to this Scope of Work with the selected vendor.

Project Funding

This project shall be funded completely by funds from the Town of North Providence.

Terms and Conditions of Submission

The Town of North Providence reserves the right to cancel this RFQ, or reject any or all proposals or parts of thereof, to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town. Any proposal not received by the designated date and time will be determined late and not be considered. Applicants may withdraw their proposals, by written request, prior to, but not after the set time for proposal submission. Thereafter, proposals are irrevocable for a period of not less than sixty (60) day, and may not be withdrawn or modified.